

are some funds still available for the current year if the Parish Council wishes to apply on-line. Cllr. Still agreed to let the Clerks know how much is still available. Cllr. Les Fryer suggested that the Chineham Village Hall might also be interested in some funding towards some new equipment in the play area and Cllr. Still suggested that they wait until the next devolved budget.

ACTION POINT: CLLR. STILL TO ADVISE CLERKS OF AVAILABLE FUNDS

Borough Councillor Paul Miller

Cllr. Paul Miller advised members that the planning application for the development of Manydown isn't available yet. Cllr. Miller also advised members that smart lights will be installed at the completed roundabouts in a few months.

RRW

The report was received and noted (Appendix A).

CVHMC

Cllr. Les Fryer advised members that no meeting had been held during December.

Speedwatch co-ordinator

The report was received and noted.

6. To agree a response to the Draft Transport Strategy from Hampshire County Council and Basingstoke & Deane Borough Council for travel and transport in Basingstoke (deadline for responses – 28 January 2019).

Cllr. Paul Miller advised members that he had been part of the Committee reviewing this document at Basingstoke & Deane Borough Council. His recommendation was that this was a draft strategy and had little impact at Parish level. It was therefore agreed that the Parish Council should thank Hampshire County Council and Basingstoke & Deane Borough Council for the opportunity but had no comments to make.

ACTION POINT: CLERK TO RESPOND TO CONSULTATION

7. To note the current financial situation.

The current financial situation was noted (Appendix B). Cllr. Fryer advised that he had researched Castle Water Limited at Companies House and it was a private company dealing with commercial water and waste supplies to approximately four areas.

ACTION POINT: CLERK TO RESEARCH OTHER SUPPLIERS & REPORT BACK AT FEBRUARY MEETING

8. To authorise any requests for payment.

Cllr. Andy Clarke proposed and Cllr. Ginny Wright seconded the motion and it was unanimously agreed that the items for payment shown on the list overleaf be authorised for payment, such sums to be debited to the account of the Parish Council.

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Chairman

| Payment Requests January 2019 | | |
|-------------------------------|---|-------------|
| FROM | ITEM | AMOUNT £ |
| Staff | Mileage - December | £2.70 |
| Staff | Mileage - December | £3.33 |
| J.L. Markey | Maintenance – allotment site (already paid) | £200.00 |
| D. Bates | Refund of allotment deposits – plot 29a | £60.00 |
| Aviva | Employer Pension Charge | £33.00 |
| Aviva | Pension contributions – January | £72.32 |
| Staff | Total salary costs for 3 members of staff | £1775.78 |
| HMRC | Tax/NI – January | £148.15 |

9. To agree the 2019/20 precept request (deadline 31 January 2019).

Cllr. Les Fryer advised members that a precept of £37,900 had been agreed at the December meeting during the budget discussions. The band D figures have now been released by Basingstoke & Deane Borough Council and this precept request will equate to a contribution of approximately £11.98 per annum for a typical Band D property for 2019/20 (an increase of approximately 18p per annum). Cllr. Andy Clarke proposed and Cllr. Kirsty Giles seconded a motion and it was unanimously agreed to request a precept of £37,900 for 2019/20. It was noted that the precept request form had been signed by Cllrs. Clarke and Fryer and by the Clerk and Cllr. Paul Miller signed the form as the Chairman presiding over this meeting.

ACTION POINT: CLERK TO SUBMIT PRECEPT REQUEST

10. To note the Parish Council's third quarter accounts (1.4.18 – 31.12.18).

The Parish Council's third quarter accounts were noted. Cllr. Fryer advised that the balance of expenditure over income is showing a small loss for the year so far (£356.81) but this is acceptable because of the accumulated funds brought forward. He advised that the Parish Council should be mindful that S.106 monies allocated to Chineham are coming to an end and that S.137 grants to local groups and organisations should be considered carefully. The Assistant Clerk informed members that there may be some expenditure required for the allotment site regarding new padlocks/keys.

11. To note that the third quarter bank reconciliations and original bank statements have been signed and verified.

It was noted that Cllr. Les Fryer had signed and verified the third quarter bank reconciliations and original bank statements.

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Chairman

12. To agree the appointment of an Internal Auditor and to agree the scope of their work for the year ended 31 March 2019.

The Clerk informed members that the previous Internal Auditor had indicated that he would be happy to act again for the year ended 31 March 2019 and that the scope of his work was contained within the draft engagement letter circulated with the agenda. Cllr. Paul Miller proposed and Cllr. Andy Clarke seconded a motion and it was unanimously agreed that Mr J. Chamberlain be appointed as the Internal Auditor for the year ended 31 March 2019. Cllr. Ginny Wright proposed and Cllr. Andy Clarke seconded a motion and it was unanimously agreed that the scope of his work should be as outlined in the engagement letter.

ACTION POINT: CLERK TO SEND ENGAGEMENT LETTER TO INTERNAL AUDITOR

13. To receive an update from the Chair of the Recreation Committee.

Cllr. Andy Clarke advised members of the following updates:

- The Recreation Committee has agreed the plans for the replacement bridge over Petty's Brook in Tollhouse Meadow in preparation for the works to be carried out in the spring.
- Hanmore Road playground refurbishment - BDBC Legal and Property Services Teams are now both involved, and have been giving advice regarding the neighbouring premises and water discharge points which are still evident through the retaining wall bordering the site. BDBC advise that they are close to a resolution on this, and will be writing to the neighbours to advise their position. The next steps, which they hope to arrange swiftly, will be:
 - i. To undertake some site clearance and fencing works to open up and secure the rear of the site. They will use the BDBC Operations Team as well as a landscape/fencing contractor for this work.
 - ii. To issue the tender. This should be out by the end of January.
- Seats in the Parish requiring repair. Following a review by the Rapid Response Warden last August, we have asked the Parish Lengthsman to quote for repairs to those identified as being in a poor condition (seven seats). We are currently awaiting his quote for the work. CPC agreed an initial budget of £500 in September 2018.

14. To note the minutes of the Planning Committee Meetings held on 4 and 10 December 2018.

The minutes of the Planning Committee Meetings held on 4 and 10 December 2018 were noted.

15. To receive an update from the Chair of the Planning Committee.

Cllr. Paul Miller advised members that the developer of the Chineham Shopping Centre had met with the Planning Officer at Basingstoke & Deane Borough Council. There are five pages of comments (e.g. position of bus stops, access points etc.) from Hampshire Highways on the proposed development and therefore the process has been delayed. Cllr. Miller also advised members that he had met with Dr Cooper at the Chineham Medical Practice who now have 13,400 patients. There is a move within the NHS 10 year plan to consider large practice "hubs" that will also deal with some services currently dealt with in hospitals and also include community nursing practitioners. Cllr. Miller confirmed that there are on-going discussions but there is a need for a new location for the practice. He acknowledged that the site included within the developer's plans for the Chineham Shopping Centre for a healthcare facility would not be acceptable because of patient access issues.

16. To confirm the date of the next meeting of Chineham Parish Council – 11 February 2019.

The next Full Council Meeting will be held at 7.45pm on Monday 11 February 2019.

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Chairman

(Cllr. Elaine Still and the member of the public left the meeting).

17. To discuss staff annual leave.

The entry in the minutes relating to this agenda item is confidential.

The meeting closed at 8.40pm.

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Chairman

Appendix A**December 2018 RRW monthly summary**

- Trolleys: 13 (2) (reported to Trolleywise).
- Graffiti: on bins/lamp posts/benches in Binfields Woods (reported to BDBC).
- Lamp post: column #4 on footpath leading from Belvedere Gardens to Petty's Copse not working (reported to General Enquiries at HCC as column number not appearing on their interactive map facility).
- Fly-tipping: red wheely bin abandoned in trees in Minden Close (reported to BDBC). Pallets & other rubbish in Longacre Rise (reported to BDBC).
- Grit bins: review undertaken.
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

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|-----------------------------|--------|---------------------------------|---|------------------|
| Balance at 1 December 2018 | | | £142,771.75 | |
| Interest - December | | | £21.49 | |
| | | | <u>£142,793.24</u> | |
| | DD | Aviva | Employer pension charge | £33.00 |
| | DD | BT | Phone/Broadband - Clerks & Parish Office | £392.08 |
| | 103272 | Staff | Expenses - mileage/November | £4.50 |
| | 103273 | Staff | Expenses - mileage/November | £7.92 |
| | 103274 | Castle Water Limited | Water & waste water supply - allotment site April - Oct. 2018 | £224.29 |
| | 103275 | Viking | Stationery - printer cartridges/Clerk | £166.80 |
| | 103276 | The Plant Centre at Hortus Loci | Extra planting hours - Community Orchard | £90.00 |
| | 103277 | Rocon Contractors Ltd | Installation - commemorative bench | £2,244.00 |
| | 103278 | HMRC | Tax/NI - December | £147.75 |
| | 103279 | Royal Mail Group Ltd | PO Box renewal - Clerk | £330.00 |
| | 103280 | Castle Water Limited | Water & waste water supply - allotment site Oct. - Nov. 2018 | £101.22 |
| | 103281 | J.L. Markey | Allotment maintenance | £200.00 |
| | DD | Aviva | Pension contributions - December | £72.32 |
| | SO | Staff | Salary - December | £804.84 |
| | SO | Staff | Salary - December | £869.09 |
| | SO | Staff | Salary - December | £101.85 |
| | | | | <u>£5,789.66</u> |
| Balance at 31 December 2018 | | | <u>£137,003.58</u> | |
| Business Money Manager A/C | | | £135,270.32 | |
| Community A/C | | | £1,733.26 | |

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Chairman